

Reference Number: 401-02-DD

Title of Document: Employee Compensation Plan

Date of Issue: July 1, 1996

Effective Date: July 1, 1996

Last Review Date: March 20, 2006 **NO REVISIONS**

Date of Last Revision: July 1, 1996

Applicability: All DDSN Classified Employees

The language used in this policy does create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

SCOPE & PURPOSE

This directive sets forth the policies and procedures for the establishment, maintenance, and administration of the compensation plan applicable to all classified employees of the Department of Disabilities and Special Needs (DDSN). **The language used in this policy directive does not create an employment contract between the employee and DDSN. DDSN reserves the right to revise the contents of this policy in whole or in part at any time.**

PHILOSOPHY STATEMENT

The Department of Disabilities and Special Needs is committed to maintaining fair and equitable compensation for its employees. DDSN will seek to offer and maintain competitive salaries and recognize outstanding job performance by employees who consistently contribute to the successful accomplishment of the department's mission.

SALARY STRUCTURE

All DDSN classified employees will be paid within the State Classification and Compensation Plan's 10-band pay schedule. Within each pay band, DDSN has established levels to guide management in making decisions regarding salaries offered to new employees and employees' eligibility for other salary increases. DDSN's current structure includes five levels within each pay band. Each position is assigned to a salary level by DDSN's Division of Human Resource Management based on:

1. the duties and responsibilities outlined on the position description;
2. the employee's developmental level (i.e., length of time in the job, proficiency in performing work assignments, on-going level of job performance); or
3. market demands for particular occupations.

This determination will be made when the position is initially established, reclassified, or assigned additional duties and responsibilities, when other significant job changes occur or when recruiting problems dictate a higher salary level.

Once DDSN has assigned a position to a salary level within the state pay band, employees will progress through their state pay band by means of legislated pay increases and the various salary increase methods included in this plan.

The DDSN salary schedule for salary levels currently in effect (Attachment 1) will be available for review in the appropriate HRM office.

INTERNAL TITLES

Each position at DDSN is assigned a state classification title. In addition, titles specific to DDSN (internal titles), which are currently in use and which more specifically represents the functions of the department and the responsibilities of a position will continue to be used. Use of these internal job titles will help to distinguish between jobs within a pay band and identify occupational career paths.

To maintain consistency within the department and with external job markets, changes to internal titles must be approved by the DDSN Division of Human Resource Management.

MINIMUM QUALIFICATIONS

It is the policy of DDSN to select qualified applicants for job openings. Candidates for employment must meet the state minimum requirements for the class as well as any additional qualifications which have been determined to be necessary to perform the duties of the specified DDSN position. Position-specific additional qualifications as proposed by the supervisor must be supported with appropriate justification and must relate directly to the job's requirements as outlined on the position description. To use additional qualifications on a job posting, supporting justification and an up-to-date position description which supports the position specific qualifications must be submitted to the DDSN division of Human Resource Management for final approval prior to the posting of the position.

INTERNAL PAY POLICIES

The DDSN Director of Human Resource Management shall act as the designee of the State Director of DDSN in the administration of all DDSN internal pay policies. Specific internal pay policies are included at attachments 2 through 9.

ADMINISTRATIVE RESPONSIBILITY

The DDSN Director of Human Resource Management has overall responsibility for the implementation and maintenance of the DDSN compensation plan and for ensuring that the department's plan is in compliance with State law and regulations promulgated by the State Budget and Control Board's Office of Human Resources.

COMMUNICATION

The contents of this directive shall be communicated to all employees and included as a subject to be covered in initial orientation training.

Wayne D. Blanton
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State Director

(Approved)